

Clerk/Analyst:

Education:

Bachelor's degree, (preferred but not required)

Experience Required- 2 years or more experience with public agency work

License Required:

California Driver's License in good standing

Overview:

Performs a variety of complex, responsible and specialized clerical duties in an assigned office or area: performs the duties of a receptionist; clerks the commission hearings; provides information to Agencies, the Commission and the Public. Performs senior level analytical research, prepares complex technical reports, prepares and reviews comprehensive financial documents, makes public presentations as directed, and represents the LAFCO Executive Officer as needed. The LAFCO Clerk/ Analyst performs complex projects and reports directly to the Executive Officer.

REPRESENTATIVE DUTIES:

Analyzes reports, regulations, requests for information and identifies alternative approaches to resolving issues or problems.

Performs special studies and makes recommendations to the Executive Officer and the LAFCO.

Prepares a variety of complex reports based on research on special districts and incorporated cities.

Assists special district boards by providing information, technical assistance where possible, and coordination between the district and the LAFCO.

Provides coordination between special districts and the County.

Reviews legislative related information on the effects on LAFCO and/or special districts.

Prepares or assists in the preparation of grant applications, or in obtaining special funding from state, federal or local agencies.

Attends meetings, conferences, and other functions as directed.

Perform complex and responsible clerical duties such as making arithmetic computations and compiling and recording information related to specialized records.

Prepare and maintain a variety of records, logs and files; process and distribute office related documents; locate materials and information in records and files as required.

Type and duplicate a variety of items including correspondence, memoranda, reports, requisitions, forms, specifications and other documents; proofread and edit written materials as required.

Answer telephones and greet office visitors; provide information and assistance to callers, take messages, or refer calls or visitors to appropriate personnel; receive, sort and distribute incoming mail.

Provide a variety of information and services to other agencies and personnel, various outside agencies and organizations and the general public; schedule and arrange meetings for Executive Officer.

Prepare correspondence independently from rough drafts or from oral or written directions as required.

Operate a computer terminal or microcomputer and various software applicable to the assignment; enter and revise data, generate reports and develop specialized materials.

Arrange travel for the Executive Officer and the Commissioners for numerous meetings and conferences.

Operate office equipment such as a typewriter, calculator, transcription equipment, copier, word processor and computer equipment.

Order and maintain adequate stock of office supplies as assigned; maintain inventory records as assigned.

Schedule meetings and appointments; coordinate meetings as needed in assembling, typing and duplicating materials; attend meetings and take minutes as required.

Assure the timely distribution and receipt of variety of records and reports; request of provide information as necessary to assure completeness and accuracy.

Act as the Clerk to the commission; prepare agendas; commission packages; prepare minutes; prepare resolutions; and schedule meetings.

Knowledge and Abilities:

Public budgeting process

Use and operation of Windows based computer programs

Oral and written communication skills

Correct use of the English grammar, spelling and vocabulary

Interpersonal skills using tact, patience and courtesy

Research and report writing

Ability to:

Recognize, define and resolve operational problems faced by special districts/cities

Communicate effectively both orally and in writing

Prepare and deliver oral presentations

Establish and maintain effective working relationships with special districts and cities and County

Maintain current knowledge of LAFCO programs, rules, regulations and laws

Plan and organize work

Meet schedules and timelines

Work with CALAFCO

Job Type: Full-time

Pay: \$23.78 - \$38.78 per hour